

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Museum Docent
Farm Museum

An Equal Opportunity Employer

Museum Docent – Farm Museum

\$12.50 hourly, 12 hours per week, contractual position through December 31, 2022

Hours are typically Wednesday through Sunday from 9:00 am – 4:30 pm; shift hours, days and schedule vary

Apply by 5:00 pm on Wednesday, April 20, 2022

The Department of Economic Development is currently searching for a Museum Docent to work at the Carroll County Farm Museum, located at 500 S. Center Street, Westminster, Maryland 21157.

As a Museum Docent, you will advance the educational mission of the Carroll County Farm Museum by leading interesting and informative guided tours which engage Museum visitors. This position requires someone with outstanding presentation skills who excels at making learning about history enjoyable. Tours are conducted in period attire so the docent must be comfortable speaking with visitors while in costume. Additional duties include assisting with exhibit research and educational programming. Weekend work is expected as part of the Museum's schedule.

The ideal candidate for this opportunity will have strong customer service skills and be able to communicate well with Museum visitors of all ages (students and adults). The Museum Docent should be competent using computer software including Office 365 programs and email. Experience with historic research is a plus.

See next page for the full job description

Qualifications:

1. High school diploma or GED
2. Requires criminal background check as condition of employment

Benefits of working for Carroll County Government:

- ✓ 40 hours of Sick and Safe Leave

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 3/30/22
(22-142)

MUSEUM DOCENT

GENERAL RESPONSIBILITIES

Guides will advance the educational mission of the Carroll County Farm Museum by conducting tours in period attire. Using role play and storytelling techniques, docents present the life of a rural farm family in the 19th Century as well as a brief synopsis of Carroll County Almshouse history. Guides offer information about 19th Century rural farm life, the Gilded Age lifestyle and technology and Carroll County history from the 1850s to early 1900s.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Conduct guided tours of the farmhouse for groups of students and adults
2. Maintain knowledge of any special exhibits, both permanent and temporary
3. Assist with exhibit research as needed
4. Assist students and teachers with lessons involved in educational programs
5. Attend and participate in orientation and training sessions
6. Perform related duties as to specific assignments
7. Any employee may be identified as Essential Personnel during emergency situations
8. Provide services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
9. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)

SPECIAL REQUIREMENT

1. Requires criminal background check as condition of employment
2. Use computer software programs and/or other applications